

Appendix 1 – Millis Community Preservation Funding Request

Date: 2/11/2022

Project Title: Creation of a Management Plan for Town-Owned Properties

Full Name of Entity Submitting Application: Conservation Commission

Contact Person: Carol Hayes

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Purpose: Please check all that apply:

___x___ Open Space ___x___ Community Housing

_____ Historic Preservation ___x___ Open Space / Recreation

Amount of CPA Funding Requested: \$ __\$200,000 ____ (Provide summary

below) Estimated Costs:

Fiscal Year*	Total Project Cost	CPA Funds requested	Other Funding Sources and Amounts
2021	\$0	\$0	
2022	\$200,00	\$200,000	
2023	\$0	\$0	
2024	\$0	\$0	

* Fiscal year begins on July 1 of the previous calendar year

Please provide a full description of the project on a separate sheet stapled to this application. This could include available information such as:

Creation of a Management Plan for Town-Owned Properties

A proposal for the Community Preservation Committee

The Conservation Commission would like to spearhead the development of a Master Plan for properties owned by the Town of Millis.

The Town of Millis owns 35 properties, which are currently under-utilized, and for which the town has no clear direction for the future. The 2019 Open Space and Recreation Plan recommended that the properties, including those designated as conservation lands in Millis, be evaluated and mapped based on their resources to improve their value to the town. Management recommendations are also needed so the town can plan for future needs to maintain these properties.

A Master Plan is a tool used by many municipalities to achieve these ends, by helping the town categorize these properties and develop a clear and sensible plan for appropriate usage based on the assets contained within each parcel.

To create a Master Plan, consultants would use existing mapping data (Mass GIS) along with a physical evaluation of the properties, cataloging assets at each. These evaluations would help identify problems, analyze and assess resources, organize and present relevant data, clarify and prioritize goals, identify stakeholders, provide access to new resources and provide models of successful design or planning projects. Professional recommendations for land usage and management strategies would be provided. Outreach sessions held during the development of the Master Plan would create community engagement in the project.

Based upon a review of these properties by the consultant, properties would be categorized into four proposed groupings; recreational potential, water quality protection/ wildlife habitat, municipal use, and those properties that can be sold or developed.

Hiring a consultant to develop a Master plan for these properties will help the town identify and prioritize properties that can be improved or developed for recreational purposes. The plan would enumerate future usages, improve benefits to citizens, and identify annual maintenance requirements to properly operate these properties.

The Conservation Commission would ask the consultant to provide the following outcomes in the developed plan.

1. A plan and estimated annual cost for maintenance. As maintenance costs will have to come from the operating budget of the town, as approved by the Finance Committee, the Select Board and the initial year's warrant.
2. A 10-year capital improvement plan with budgets and priorities. This money comes out of different funds and could access funding from CPC or other grants.
3. A strategy and criteria for acquiring new properties. This would serve as a road map in decision making should other parcels become available.

The fee for this plan is \$200,000. We are requesting a total of \$200,000 for the creation of a Master Plan for the Millis town properties.